

TECHNICAL INSTRUCTION 89-01

COUNTY OF YORK DEPARTMENT OF ENVIRONMENTAL AND DEVELOPMENT SERVICES DIVISION OF BUILDING REGULATION PERMIT INFORMATION 890-3522 INSPECTION REQUESTS 890-3910

TO FACILITATE THE ISSUANCE OF BUILDING PERMITS THE FOLLOWING DOCUMENTS SHALL BE SUBMITTED WHEN APPLYING FOR A BUILDING PERMIT.

NEW RESIDENCE

- a. Two sets of building plans.
- b. Copy of Soil report (expansive soil)
- c. One copy of the Site Plan, which is a drawing that shows the boundaries of the property, prepared to scale by an engineer or surveyor that includes the following information:
 - dimensions and locations of proposed new construction
 - distances from lot lines to proposed new construction
 - existing street and lot grades
 - proposed finished grades
 - statement that the proposed finished grades agree with those of the approved subdivision plan, if the lot was created as part of a subdivision
 - limits of clearing and grading
 - location of any existing or proposed easements
 - location of silt fence, construction entrance, and other necessary erosion and sediment control measures
 - location and finished grade elevations of grass or paved swales, pipes and inlets, and other drainage features on or adjacent to the lot.
- d. Preliminary Natural Resources Inventory form.
- e. Copy of septic system permit approval from the State Department of Health, showing locations of tank and drainfield plus the 100% reserve drainfield; or, copy of receipts of payment to Hampton Roads Sanitation District (H.R.S.D) and York County for sewer connection fees.
- f. Copy of tap fee payment receipt if York County water is used.
- g. Erosion and Sediment Control (E & S) Permit must be obtained prior to land disturbance. After the site plan is reviewed and approved for erosion and sediment control measures an E & S permit can be issued.
- h. If the property is located in a flood hazard zone other than Zone X, then give the 100-year flood plain elevation and show its limits on the site plan.

- i. If the property is located within a Watershed Management and Protection Area (WMP), then show the limits of the WMP buffers (200-feet and 700-feet).
- j. If the property is located within a Chesapeake Bay Preservation Area (RPA/RMA), then the limits of the RPA buffer and RMA must be shown on the site plan. The total lot area exclusive of water and wetlands must be given with the size and location of all impervious surfaces (i.e. all buildings, pads, paved or graveled driveways/walkways, etc.). Impervious area should be presented in a tabular fashion (e.g. Roof area of home – 2,475 square feet, Gravel drive – 2,840 square feet, etc.). Any existing impervious surfaces should be listed separately from proposed surfaces.
- k. Plan review fee of \$50.

ADDITIONS, ALTERATIONS, REPLACEMENTS, GARAGES, SHEDS, SWIMMING POOLS, ETC.

- a. Two sets of building plans.
- b. Copy of Soil report (expansive soil) for additions, which exceed 30 % of the existing footprint area and for non-habitable accessory structures over 1000 square foot.
- c. One copy of the Site Plan, which is a drawing that shows the boundaries of the property, prepared to scale by an engineer or surveyor that includes the following information:
 - dimensions and locations of proposed new construction
 - distances from lot lines to proposed new construction
 - proposed finished grades
 - statement that the proposed finished grades agree with those of the approved subdivision plan, if the lot was created as part of a subdivision
 - limits of clearing and grading
 - location of any existing or proposed easements
 - If the construction involves land disturbance exceeding 2,500 square feet total, then also show the location of silt fence, construction entrance, and other necessary erosion and sediment control measures as well as the location and finished grade elevations of grass or paved swales, pipes and inlets, and other drainage features on or adjacent to the lot.
- d. Preliminary Natural Resources Inventory form.
- e. Copy of septic system permit showing location of tank and drainfields plus the 100% reserve drainfield. (Not applicable if property served by public sewer).
- f. If the property is located in a flood hazard zone other than Zone X, then give the 100-year flood plain elevation and show its limits on the site plan.
- g. If the property is located within a Watershed Management and Protection Area (WMP),

then show the limits of the WMP buffers (200-feet and 700-feet).

- h. If the property is located within a Chesapeake Bay Preservation Area (RPA/RMA), then the limits of the RPA buffer and RMA must be shown on the site plan. The total lot area exclusive of water and wetlands must be given with the size and location of all impervious surfaces (i.e. all buildings, pads, paved or graveled driveways/walkways, etc.). Impervious area should be presented in a tabular fashion (e.g. Roof area of home – 2,475 square feet, Gravel drive – 2,840 square feet, etc.). Any existing impervious surfaces should be listed separately from proposed surfaces.
- i. If the land disturbance will exceed 2500 square feet, then an Erosion and Sediment Control (E & S) Permit must be obtained prior to land disturbance. After the site plan is reviewed and approved for erosion and sediment control measures an E & S permit can be issued.
- j. Plan review fee of \$50.

NEW COMERCIAL/INDUSTRIAL/PUBLIC, SEMI-PUBLIC AND NON-SINGLE FAMILY DETACHED RESIDENTIAL:

- a. Three sets of building plans signed and sealed by an engineer or architect, responsible for the design.
- b. A Statement of Special Inspections executed in accordance with the Hampton Roads Special Inspection guidelines.
- c. Four sets of plans signed and sealed by an engineer or architect if building contains a food preparation area.
- d. Approved site plans from Community Development Department and all receipts and documentation that the requirements applicable in site plan approval letter have been fulfilled.
- e. Approved land disturbing permit.
- f. Copy of septic system permit from Health Department or receipt of payment to H.R.S.D. and York County for sewer connection.
- g. Plan review fee of \$150.



Building Code Official